

Health & Safety Policy 05.17

TYPE: Policy

PURPOSE: To inform staff, students and visitors of the Health & Safety Policy. The policy is designed to outline the College's responsibilities for health and safety and offer guidance to promote a safe working environment.

SCOPE: This policy applies to staff, students and visitors.

RESPONSIBILITY: The Facilities Manager has overall responsibility for the Policy. The Health and Safety Officer is responsible for monitoring this policy.

LEGAL CONTEXT: Health and Safety at Work Act 1974

PUBLICATION:

Staff Hub/Intranet: (Y)

Website: (Y)

Student Hub: (Y)

Reviewed By	Created	Last Reviewed	Next Review Date	Total Pages
Alex Patterson	Nov 2011	May 2017	June 2018	10

Health & Safety Policy 06.16

A. HEALTH AND SAFETY POLICY

CONTENTS

A. Health and Safety Policy Statement

B. Health and Safety Policy

Section 1 – Organisation for carrying out the policy

Section 2 – Responsibilities

Section 3 – Arrangements and Procedures

Section 4 – Health and Safety Committee

Appendix 1: H&S Policy Management Structure

A. HEALTH AND SAFETY POLICY STATEMENT

In pursuit of excellence in all its undertakings, the Corporation recognises and is committed to ensuring the health, safety and welfare of all its employees, learners, visitors and others who may be affected by its activities.

The Corporation recognises and accepts these duties and wishes to promote the "safe learner" concept as laid down by the Skills Funding Agency (SFA). The Corporation's policy is to achieve and maintain high standards of health, safety and welfare that comply fully with the Health and Safety at Work Act 1974 and related legislation.

To meet its responsibilities for health and safety, the Corporation will, so far as is reasonably practicable, take steps, which include arrangements for:

- The identification of hazards and assessment of risks and agreed control measures;
- Promoting safety awareness and developing a positive health and safety culture in the College;
- Making available sufficient information, instruction, training and supervision to enable all employees and learners to avoid hazards and contribute actively to their own health and safety at work;
- Maintaining the College's premises in a condition that is safe and without risks to health;
- Encouraging effective consultation with employees on health and safety matters; and
- Publish the health and safety policy statement and keep it annually under review and revised where necessary.

Although a prime responsibility for health and safety is placed on the employer, staff are reminded that they have duties under the health and safety legislation to co-operate with the employer and to take reasonable care for the health and safety of themselves and others.

This policy statement will be communicated to all employees by publication on the College Website and staff hub and a copy will be made available to any employee for inspection via their department.

Signed: 

John Callaghan
Principal and Chief Executive

Date: 

B. HEALTH AND SAFETY POLICY

1. Organisation for carrying out the policy

Corporation

The Corporation accepts full responsibility for health and safety in the College. It will seek to ensure, through the Principal, that the policy statement is widely available and effectively implemented by all managers and staff.

The Corporation will nominate a governor whose function will be to report to the Board on Health and Safety matters. Responsibility regarding health and safety management will remain with all governors.

2. Responsibilities

Principal

The Principal, with assistance from the College Management Team (CMT), is responsible for the safe functioning of all College activities. The Vice Principal Finance has executive responsibility for Health and Safety. The Facilities Manager has designated responsibility for health and safety matters. The Principal will, so far as is reasonably practicable:

- Monitor the effectiveness of the health and safety policy in connection with the work of the College and report annually to the Corporation;
- Consult with managers responsible for health and safety matters;
- Ensure that members of the CMT and other managers understand their health and safety responsibilities and encourage the effective management of health and safety in the College;
- Promote the active participation and co-operation of all managers and staff in implementing the health and safety policy; and
- Take steps to ensure that consideration is given to the health and safety implications of changes in College policies, systems and the curriculum.

The Principal will delegate responsibilities for health and safety in accordance with the management structure in Appendix 1.

College Management Team (CMT)

The CMT will be responsible to the Principal for:

- The facilitation and assistance with the implementation of the health and safety policy within their areas of responsibility;
- Arranging for the dissemination of the relevant information on policies, procedures and systems in connection with the health and safety arrangements within their areas of responsibility;
- Co-coordinating the preparation and review of risk assessments for activities within their areas of responsibility;
- Identifying and implementing the training needs of their staff in connection with health and safety;

- Designating competent persons to carry out all statutorily required examinations and tests of specialist equipment in areas of vocational curriculum;
- Ensuring management health and safety inspections are carried out and actions implemented in line with College procedures;
- Ensuring that staff, for which they are responsible, are aware of the high priority the College gives to health and safety matters; and
- Seeking advice on health and safety from the Facilities Manager and the Health and Safety Officer.

Vice Principal Finance

The Vice Principal Finance will be responsible to the Principal for:

- Ensuring that sufficient and suitable resources are made available to enable the implementation of the Health and Safety Policy;
- The general oversight of health and safety management in the College; and
- The member of the executive team with responsibility for Health and Safety.

Facilities Manager

The Principal's responsibility for day-to-day management of health and safety will be delegated to the Facilities Manager, who will be supported and assisted by the Health & Safety Officer. The Facilities Manager will:

- Facilitate and assist with the implementation of the health and safety policy;
- Advise the Principal and CMT on the measures necessary to comply with statutory requirements and to deal with any issues related to health and safety;
- Chair the Health and Safety Committee;
- Monitor, with the assistance of the Health and Safety Officer, the effectiveness of the health and safety policy and report to the CMT and other managers as appropriate;
- Ensure, with the Health & Safety Officer, that the policy guidance and procedures is in place for the effective management of health and safety within the College;
- Be responsible for the oversight of health and safety arrangements in connection with maintenance and building work at College premises;
- Ensure that contractors undertaking building and maintenance work have suitable health and safety policies and procedures in place and comply with the College's health and safety procedures for contractors;
- Ensure that fixed electrical and gas installations, pressure systems and other fixed equipment are inspected by a competent person as required by the relevant regulations and that appropriate records are maintained;
- **Arrange the monitoring of testing and inspection of the College water supply in relation to Legionella Testing requirements under L8 Approved code of Practice 4th Edition.**
- **Ensure that the College fulfils its responsibilities in relation to Regulatory Reform (Fire Safety) order 2005.**

- Arrange the inspection and testing of general portable electrical equipment and maintain appropriate registers;
- Ensure that the College fulfils its responsibilities under the Construction (Design and Management) Regulations and any other relevant legislation;
- Ensure with the Health and Safety Officer, that the asbestos register and any other requirements laid down in the regulations are completed;
- Organise regular College health and safety inspections with the Health and Safety Officer and prioritise and approve the action required;
- Periodically review emergency procedures with the Health and Safety Officer including fire and first aid;
- Co-ordinate, in conjunction with the Health and Safety Officer and the appropriate managers, the disposal of hazardous waste; and
- Ensure that the residential accommodation on the Blossomfield Campus complies with Health and Safety regulations.

Health and Safety Officer

The Health and Safety Officer will:

- Advise and assist the Facilities Manager on current, new and pending legislation;
- Advise all managers, supervisors and staff of their responsibility for health and safety, and implementing the Health and Safety Policy and on the standards the College expects for health and safety;
- Advise managers, supervisors and staff on the completion of the appropriate risk assessments in accordance with the Management of Health and Safety at Work Regulations, the Control of Substances Hazardous to Health Regulations, and other relevant regulations and maintain a central register of completed assessments;
- Disseminate the content and results of College health and safety inspections and monitor that approved recommendations are implemented;
- Co-ordinate, in conjunction with the Vice Principal HR & Student Services, HR and other managers, the training of staff on health and safety matters;
- Check that records of health and safety training are maintained;
- Monitor that competent persons designated by College management carry out all statutorily required examinations and tests of equipment and that records are kept available for inspection;
- Ensure that records of fire drills and fire alarm testing are maintained and monitor the records for each Campus;
- Ensure that records are kept of reportable injuries and dangerous occurrences, for their statutory reporting to the Health and Safety Executive and other relevant bodies (i.e. SFA);
- Investigate where appropriate, any accident or incident and report the findings and necessary remedial action accordingly;
- Oversee the implementation of first aid arrangements and procedures;

- To prepare and co-ordinate the College Health and Safety Plan and produce performance indicators and statistical data for consideration of the CMT; and **the Health and the Health and Safety Committee**.
- Review periodically the fire evacuation procedures at the appropriate site and maintain records of fire drills and fire alarm testing.

Managers and Supervisors

Managers and supervisors are required to:

- Monitor the effectiveness of the health and safety policy on a day-to-day basis and report periodically to the Facilities Manager and the Health & Safety Officer;
- Ensure that their area of responsibility is managed for health and safety purposes according to the standards in the policy, to minimum statutory standards and to other appropriate standards that may be set by the College;
- Ensure that the staff for whom they are responsible understand the practical aspects of this policy and the various statutory requirements that apply within their areas of responsibility;
- Monitor, with the assistance of the Health and Safety Officer, the effectiveness of the health and safety policy and report to CMT and other managers as appropriate;
- Be responsible for ensuring that their staff are aware of the high priority that should be given to ensure a safe and healthy working and learning environment for themselves, other staff and students;
- Draw up, maintain and review the risk assessments for their areas required under the Management of Health and Safety at Work Regulations, and the Control of Substances Hazardous to Health Regulations, and draw up and implement Health and Safety Management Plans for their areas of work;
- Report any damage or defects in plant, machinery, equipment or buildings and take effective measures to deal with any related hazards;
- Report to the Health and Safety Officer any accidents, incidents, near misses or damage for appropriate investigation;
- Nominate the appropriate members of staff to co-ordinate health and safety matters in their area of responsibility and carry out Health and safety Inspections;
- Ensure, where appropriate and in consultation with the Health and Safety Officer that any necessary supplementary policies are drawn up and implemented for their area of responsibility, particularly in connection with specialist teaching activities;
- Draw up, implement and maintain any necessary detailed arrangements or systems for safe working;
- Arrange and carry out health and safety inspections at least once per term, for their area of responsibility and implement agreed measures;
- Where appropriate, be responsible for ensuring that guarding, interlocking and other safety devices for machinery and equipment are checked and that records are kept available; and
- Maintain health and safety manuals and records for their areas of responsibility.

In addition managers and supervisors with site responsibilities are responsible for the operational oversight of health and safety arrangements at the appropriate site.

Managers and supervisors are encouraged to seek advice and support in connection with their health and safety responsibilities from the Facilities Manager and the Health and Safety Officer.

Staff

All staff have duties and responsibilities in connection with health and safety at work and in particular:

- Under the Health and Safety at Work Act 1974:
 - i) It is the duty of every employee while at work:
 - To take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work; and
 - To co-operate with the employer or any other person so far as is necessary to enable the employer or other person to perform or comply with any relevant statutory duty or requirement.
 - ii) No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.
- Each employee must comply with the requirements of relevant health and safety legislation and of this policy statement and with College rules and arrangements for health and safety.
- Each employee must report all accidents, incidents and damage to their immediate manager.
- Each employee must comply with their duties under the Management of Health & Safety at Work Regulations, by informing the appropriate College manager of:
 - Any work situation, which represents a serious and imminent danger to health and safety; and
 - Any shortcomings in the College's protection arrangements for health and safety.
- Each employee must wear and use any personal protective equipment and safety devices that are provided by the College for their protection; and
- Encourage students to learn and behave so that they avoid causing danger or injury to themselves, other students, staff or visitors.

3. Arrangements and Procedures

The Corporation intends that this section of the policy statement should set out the arrangements for carrying out the functions described in section 2. The arrangements form part of this policy and are available separately: They will be kept under review by the Vice Principal Finance and revised as and when necessary.

4. Health and Safety Committee

The Health and Safety Committee is an integral part of the health and safety arrangements of the College at all of its sites. It has the role assigned to it by the Principal. It may make recommendations to the CMT and these recommendations will be considered with the aim of reaching an acceptable decision.

H&S Policy Management Structure

